



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE, UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1417

IMLV-ZA

8 November 2016

MEMORANDUM FOR Civilian Employees, U.S. Army Garrison, Fort Leavenworth KS

SUBJECT: Voluntary Early Retirement Authority (VERA) and/or Voluntary Separation Incentive Pay (VSIP) Application Notice

1. The purpose of this memorandum is to open a VERA/VSIP window for Fort Leavenworth Garrison employees and provide information regarding VERA/VSIP. Voluntary Early Retirement Authority (VERA) allows employees to retire if they are at least 50 years of age and have at least 20 years of creditable service, or be any age with at least 25 years of creditable service. Voluntary Separation Incentive Pay (VSIP) allows agencies to offer employees lump-sum payments up to \$25,000 as an incentive to voluntarily separate by retirement or resignation. These programs are management tools used to meet organizational restructuring needs or minimize the impact of the manpower and budget reductions.
2. The VERA/VSIP window will be open from **8 – 28 November 2016**. Employees who are approved must be off the rolls no later than **29 April 2017**. An application for VERA and/or VSIP does not guarantee approval and applicants must meet all eligibility requirements.
3. To apply, you must submit the employee canvas response form (Enclosure 1) to the Garrison Director of Human Resources no later than **28 November 2016**. VERA/VSIP applications that receive final approval are irrevocable, which means that you will be held to your retirement or resignation decision and you will be expected to be off the rolls **NLT 29 April 2017**.
4. The following websites will help you in determining your eligibility for retirement and to assist you in calculating a VSIP amount:

VERA: <http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/>

VSIP: <http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/>

Retirement: www.abc.army.mil/retirements/retire.htm

Severance Pay: http://www.opm.gov/oca/pay/HTML/severance_pay.asp

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5. If you are eligible for early or optional retirement, you must follow the Army Benefits Center-Civilian (ABC-C) instructions for completing your retirement package. You may obtain forms, information, and a retirement service calculation from the ABC-C's Employee Benefits Information System (EBIS) at <https://www.abc.army.mil>. To obtain counseling or a retirement calculation, you may contact the ABC-C using its Interactive Voice Response System (IVRS) at 1-877-276-9287, or TDD at 1-877-276-9833.

6. You may contact the Civilian Personnel Advisory Center @ 684-7436/7432 if you have questions or need additional information.

3 Encls

1) Employee Response

2) VERA-VSIP Information

3) Application

//Original Signed//

THOMAS A. SHOFFNER

COL, AR

Garrison Commander

Enclosure 2

Voluntary Early Retirement (VERA)/Voluntary Separation Incentive Pay (VSIP)

1. Definition

a. VERA is an authority granted by OPM/OSD to allow employees to retire early to avoid involuntary separation or create vacancies that can be filled by employees who would otherwise be involuntarily separated.

b. VSIPs (also known as buyouts) are payments of up to \$25,000 paid to encourage permanent employees to resign or retire. Eligible employees may separate from service voluntarily to avoid or minimize the need for involuntary separations due to RIF or workforce restructuring. Payments may be paid in lump sum or installments. VSIP is a management tool and **NOT** an employee entitlement.

c. The VSIP amount is the lesser of \$25,000 or the amount an employee would be entitled to under the severance pay formula.

d. VERA/VSIP are voluntary programs. No one will be pressured into retiring or resigning.

2. General Eligibility Criteria

a. Employees are eligible for VSIP if:

- An employee as defined in 5 USC 2105
- Serving in an appointment without time limitation
- Have been continuously employed by the Federal Government for at least 3 years.

b. Employees are not eligible for VSIP if:

- Reemployed annuitant
- Eligible or would be eligible for disability retirement
- Received a decision notice of involuntary separation for misconduct or poor performance
- Received a retention incentive in the last 12 months
- Received a recruitment or relocation incentive in the last 24 months
- Received student loan repayment benefit in the last 36 months

3. Retirement Eligibility Requirements

The Civil Service Retirement System (CSRS) covers employees hired before 1 January 1984. The Federal Employees Retirement System (FERS) covers those employees hired after 1 January 1984 and those who transferred from CSRS to FERS.

Employees must meet the appropriate eligibility requirement described below by the proposed effective date of their retirement. For additional information on retirement eligibility, visit the Army Benefits Center-Civilian (ABC-C) at <https://www.abc.army.mil> or at 1-877-276-9287 or TDD at 1-877-276-9833.

- **CSRS Eligibility for Optional Retirement**

- Age 62 with 5 Years of Service
- Age 60 with 20 Years of Service
- Age 55 with 30 Years of Service

- **FERS Eligibility for Optional Retirement**

- Age 62 with 5 Years of Service
- Age 60 with 20 Years of Service*
- Minimum Retirement Age (MRA)* ** with 30 Years of Service
- MRA with 10 Years of Service (Reduced Benefit)* **

***NOTE:** There is a 5% annuity reduction for each year under the age of 62

****NOTE:** MRA varies by year of birth

- *CSRS Eligibility for Voluntary Early Retirement*

- Age 50 with 20 years of Federal service*
- Any age with 25 years of service*

***NOTE:** There is a reduction in the annuity paid of 2% per year for each year a CSRS retiree is under age 55 at the time of retirement.

- *FERS Eligibility for Voluntary Early Retirement*

- Age 50 with 20 years of Federal service
- Any age with 25 years of service

***NOTE:** If the employee is under FERS, there is no reduction unless a portion of the employee's time was spent in CSRS. If such is the case, 2% reduction per year will apply to each year served in the CSRS component.